



## California Public Employees' Retirement System

PERS-HRD-88.DOT (Rev. 1/99)

### POSITION DUTY STATEMENT

**INSTRUCTIONS:** The Executive Officer is required by Government Code Section 18805 to report (or to record) "... material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered Paragraphs and indicate the proportion of work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.

**REQ#6883**

<b>Title of Position</b> Accounting Administrator I (Sup) Cashiering Unit
<b>Division and/or Subdivision</b> Fiscal Services Division
<b>Location of Headquarters</b> 400 Q Street, Sacramento, CA 95814
<b>Class Title of Position</b> Accounting Administrator I (Sup)
<b>Position Number</b> 275-255-4549-xxx
<b>Effective Date</b> July 1, 2010

Percent of  
Time  
Required

45%

Effective on the date indicated, under the general direction of the Accounting Administrator II, Centralized Collections and Cashier Section, the employee assigned to the position identified above performs the following duties and responsibilities:

This position supervises staff performing accounting and central control fiscal activities. This position plans, organizes, controls, and monitors the following accounting activities of the Cashiering Unit staff:

- Daily deposit of remittances for all funds and programs administered by CalPERS.
- Identification of receipts and notification of appropriate units within CalPERS.
- Posting of cash receipts to the financial records.
- Operation of an electronic funds transfer program.
- Manage the PeopleSoft database of cash receipt records.

25%

Personally performs the highly technical or complex accounting work related to the payments and unidentifiable checks received by CalPERS. Works directly with the professional staff of other CalPERS divisions, the State Treasurer's Office, EFT service provider, and State depository banks resolving accounting data integrity, cash collection, and procedure problems. Provides for continual improvement of the business processes by evaluating, refining, and adjusting the functions of the PeopleSoft cash deposit system, EFT process, CARPS, and coordination of workflow from the post office to final deposit. Responsible for the reconciliation of credit card payments to the State Treasurer's Office and PeopleSoft.

15%

Recruit and train new employees. Evaluate the performance of employees and assist with their continuing job development. Schedule and allocate staff resources to the priority work each day in order to achieve the unit's goals of a 95% deposit ratio, 100% accuracy, and fulfill the information requirement of other units within CalPERS.

15%

Responsible for providing oversight for the printing and distribution of Revolving Fund Checks. Acts as a Subject Matter Expert for new projects involving the Cashiering Unit.